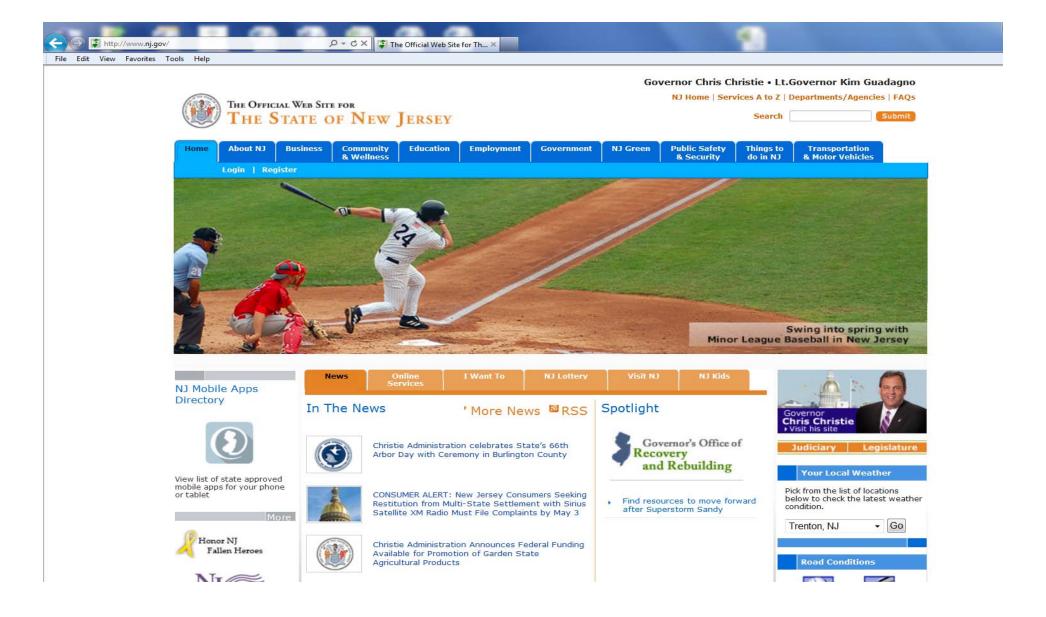
NJ Department of Health 2015 RTK Survey Instructions

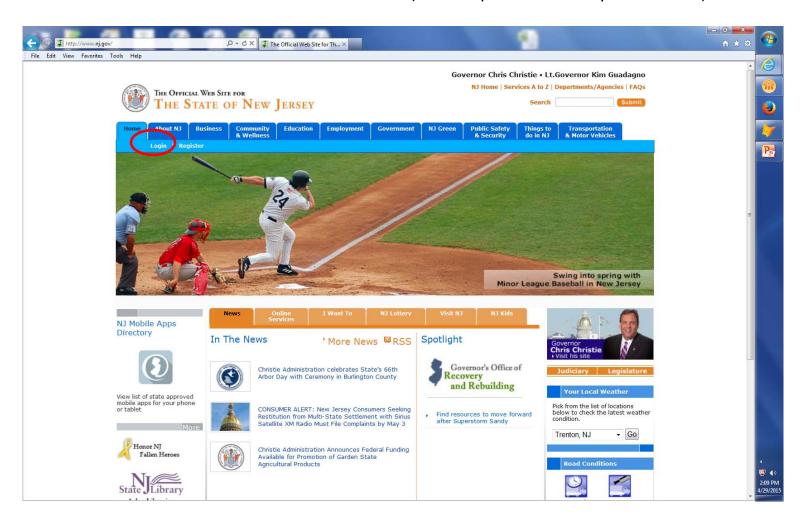
March 2016

To access the Right to Know Survey(s) (RTK) open Internet Explorer and type in the address
 <u>www.nj.gov</u> then hit enter. This brings you to the "The Official Website For The State Of New
 Jersey.

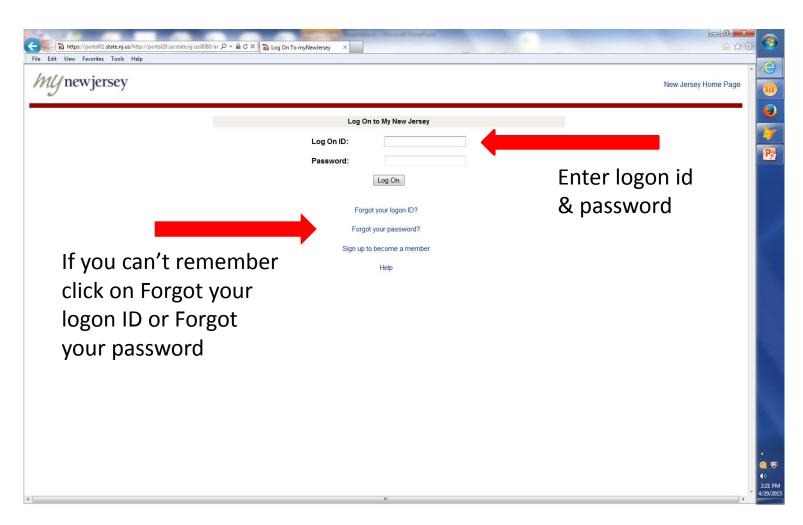


 If you have used the RTK Online Survey System in the past then click on Login and enter your logon id and password.

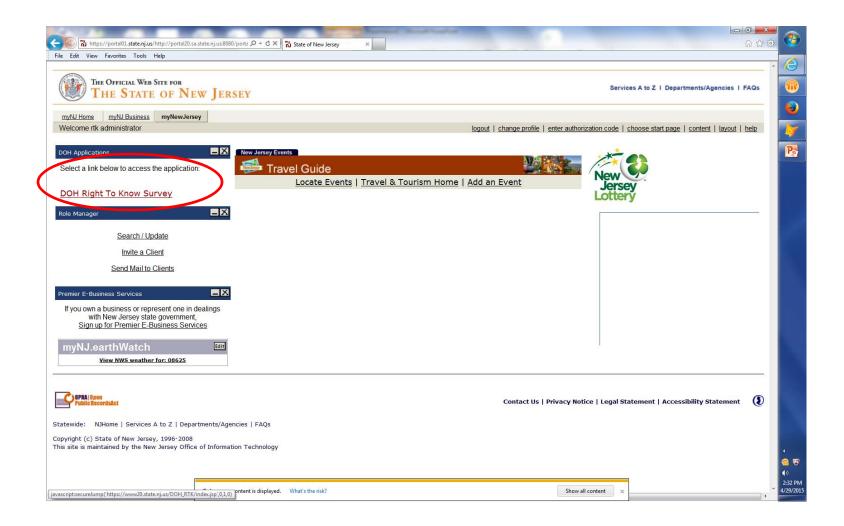
NOTE: If you have not used the RTK Online Survey System before you will need a myNewJersey portal account and must contact RTK to be added as a user (see Complete RTK Survey Instructions).



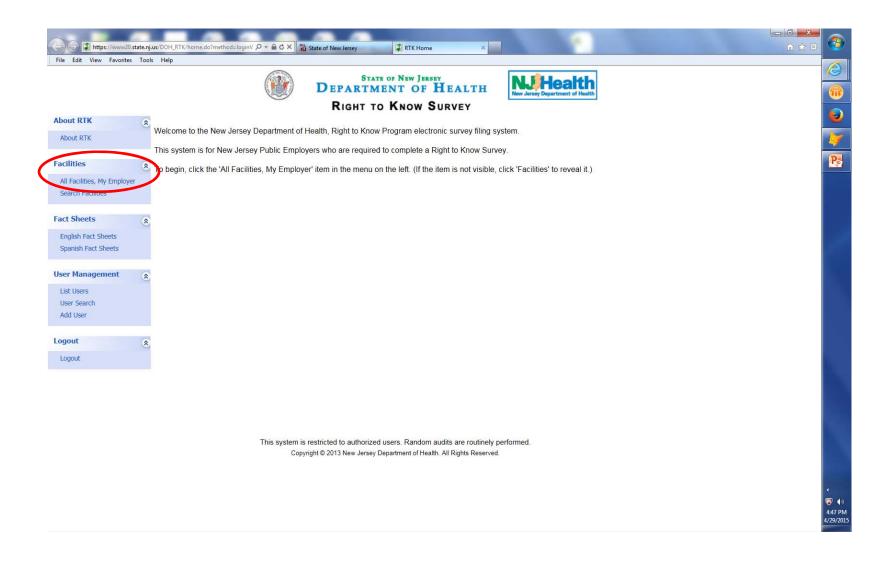
 You must log into the My New Jersey portal account that you accepted the RTK authorization code in. The authorization code was sent to you in an e-mail from rtksurvey when you were added as a user. When you accepted the authorization code it gave you the link to RTK Surveys on your portal page.



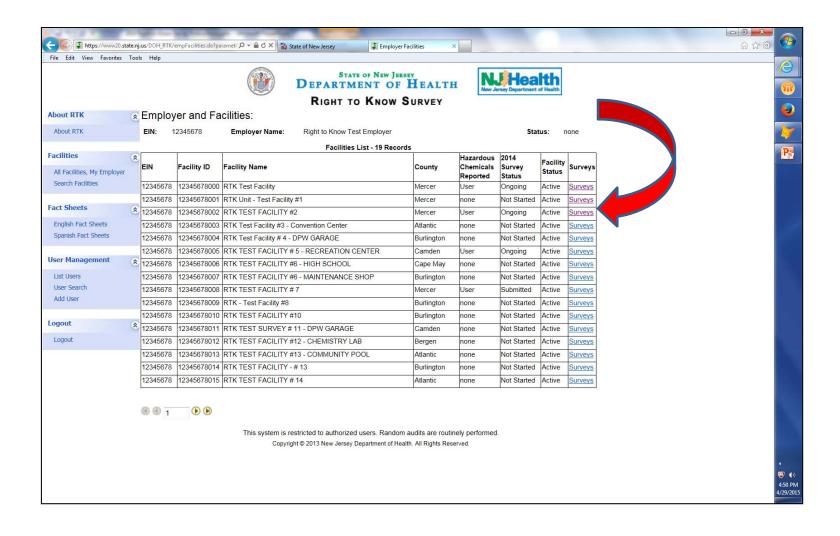
 Once you have logged into the My New Jersey portal click on the link DOH Right to Know Survey



• To get to your RTK Survey(s) under "Facilities" section click on "All Facilities, My Employer"



Identify which facility survey you would like to open and click on **Surveys**



When opening the RTK Survey for the first time, click on the red plus

Add

under the column heading "Add"

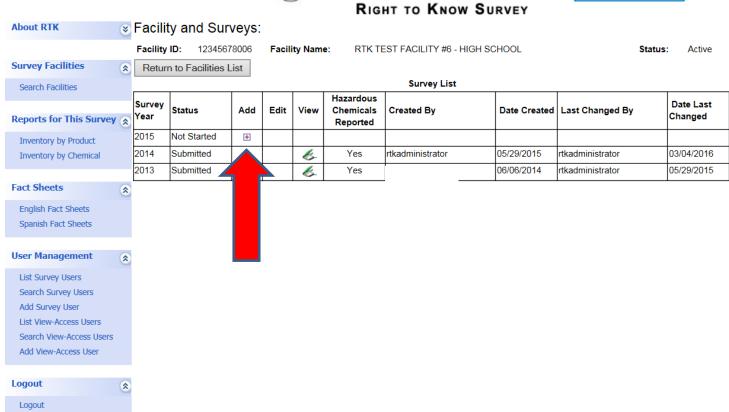
When opening the RTK Survey after you have added it you will click on red folder under column heading "Edit"





STATE OF NEW JERSEY DEPARTMENT OF HEALTH

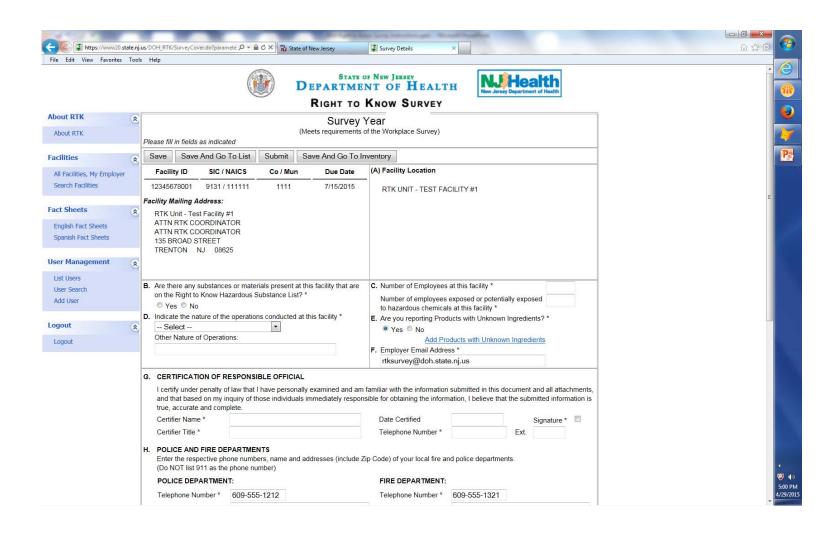




This system is restricted to authorized users. Random audits are routinely performed.

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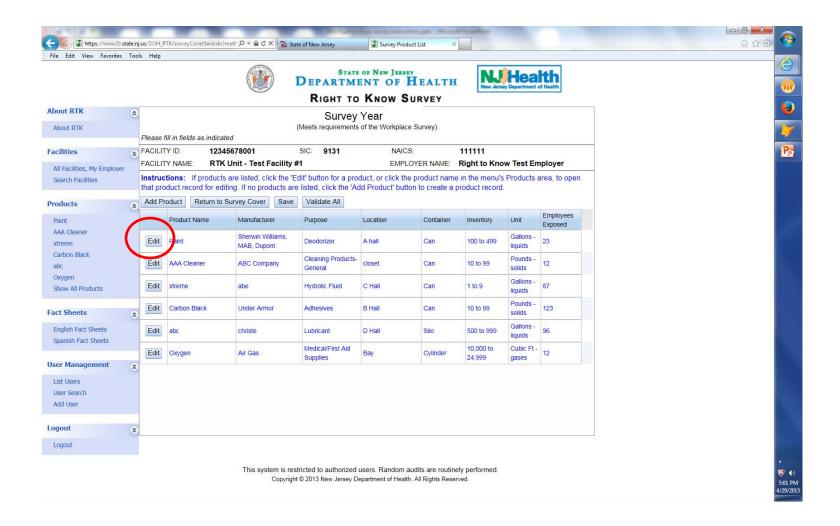
The survey cover page will open. Much of the information that was entered on the previous year's Survey will auto fill into the next year's Survey and other information you will need to reenter. All sections of the cover page must be completed with the exception of section "K", which should only be completed if you share a building with a different employer.



To view, add, or delete inventory click on "Save And Go To Inventory"



Inventory from the previous year's RTK Survey has been loaded into the next year's RTK Survey. Please review all information for all products. If there has been "No Change" to any information, then "Return to Survey Cover" and your survey is ready to be submitted. If you need to make changes, click on "Edit" next to the product you want to change.

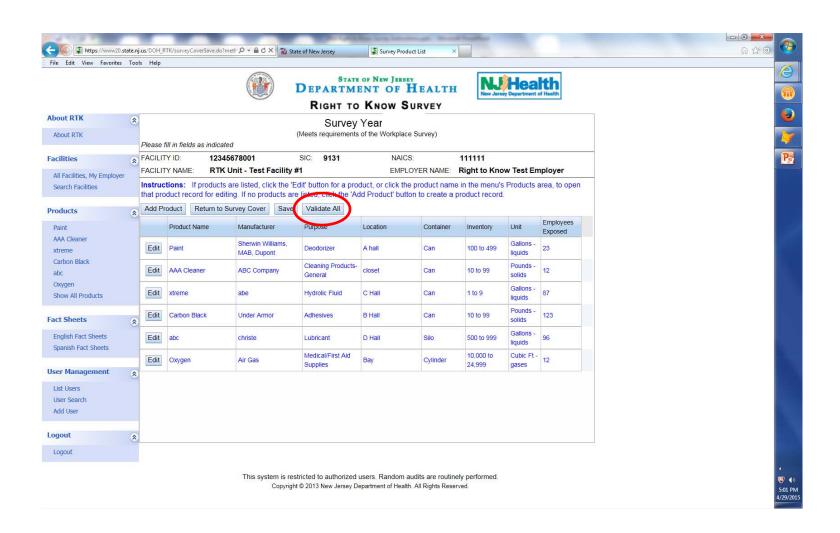


After clicking edit, the product information will open. Make changes to whatever needs updating. You can delete a Hazardous Chemical Ingredient by clicking on — under the Column Heading "Delete" or you can delete the entire product by clicking on "Delete Product.

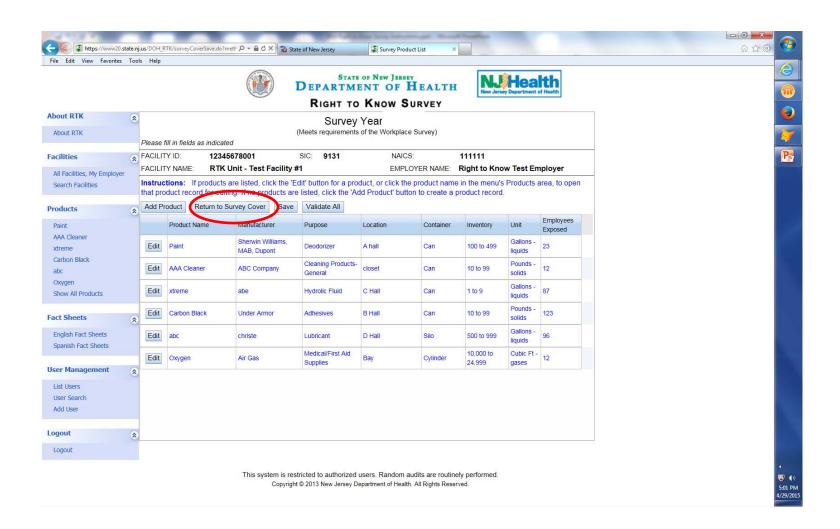
Add Hazardous Chemical Ingredients and or Products by clicking on the "Add Product / Add Substance buttons.



To check for Errors (names of products with missing information) click on "Validate All"



Click on "Return to Survey Cover" to submit your RTK Survey



When you are ready to submit your survey, click the signature box, enter your telephone number and then click on "Submit"

Survey Year (Meets requirements of the Workplace Survey)												
Please fill in fields as indicated												
5	Save Save And Go To List Submit Save And Go			Inventory Printable Survey								
Facility ID SIC / NAICS COMun Due		Due Date	(A) Facility	Location								
12345678001 9131 / 111111 1111 7/15/2015			RTK UNIT - TEST FACILITY #1									
Fac	cility Mailing Address	s <i>:</i>										
	RTK Unit - Test Facili ATTN RTK COORDIN ATTN RTK COORDIN 135 BROAD STREET TRENTON NJ 08	NATOR NATOR										
B	Are there any substances or materials present at this facility that are			C Number	of Employees	at this facility	, *	4.5				
٥.	on the Right to Know Hazardous Substance List? *					_		15				
	Yes No	Number of employees exposed or potentially exposed to hazardous chemicals at this facility *			12							
D.	Indicate the nature of				nown Ingredients?	*						
	Garage	Yes	◎ No									
	Other Nature of Opera	ther Nature of Operations:		F			nknown Ingredients	2				
				F. Employer Email Address * rtksurvey@doh.state.nj.us								
_				ratourre	o, co do motato	o.i.g.ao						
G.	CERTIFICATION OF RESPONSIBLE OFFICIAL I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete.											
	Certifier Name *	rtk Administrator		Date Cert		06/03/201	5.9	nature *				
	Certifier Title *	rtkadministrator		Telephon	e Number *	609-984-2	202 Ext.					
н.	Enter the respective	CE AND FIRE DEPARTMENTS the respective phone numbers, name and addresses (include Zip Code) of your local fire and police departments. OT list 911 as the phone number)										
	POLICE DEPARTM	POLICE DEPARTMENT:		FIRE DE	PARTMENT:							
	Telephone Number *	609-555-1212		Telephon	e Number *	609-555-1	321					
	Department Name *	Any Police Departm	ent	Departme	ent Name *	Any Fire D	epartment					
	Address *	1 Main Street		Address ³	*	2 Main Street						
	City *	Anytown		City *		Anytown						
	State *, Zip *	NJ • 08600		State *, Z	ip *	NJ 🔻	08055					

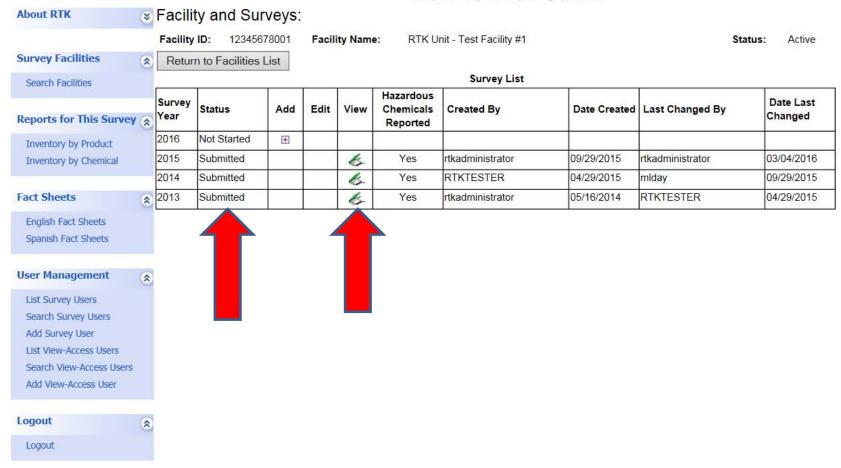
When you have submitted your survey the "Status" will say "submitted" and the red folder in the "Edit" column will disappear. From now on you will have "View" Only. You will always be able to print a copy of your survey fro the by selecting "View" and then "Printable Survey"



DEPARTMENT OF HEALTH



RIGHT TO KNOW SURVEY



Reports for this survey



DEPARTMENT OF HEALTH



About RTK Survey Year

(Meets requirements of the Workplace Survey) Please fill in fields as indicated Survey Facilities FACILITY ID: 12345678006 611110 All Facilities, My Employer RTK TEST FACILITY #6 - HIGH SCHOOL FACILITY NAME: EMPLOYER NAME: Right to Know Test Employer Search Facilities Instructions: If products are listed, click the 'Edit' button for a product, or click the product name in the menu's Products area, to open that product record for editing. If no products are listed, click the 'Add Product' button to create a product record. View-Access Facilities Add Product Return to Survey Cover Save Validate All All Assigned Municipalities Employees Product Name All Assigned Facilities Manufacturer Purpose Location Container Inventory Unit Exposed Search Facilities Cleaning Products-Bottles or jugs Gallons Edit WINDEX SC JOHNSONS STORAGE 10 to 99 General liquids eports for This Surve 2ND FLOR SLOP Cleaning Products-Gallons Bottles or jugs Edit SPRAY BUFF INCREDIBLE 1 to 9 General (plastic) liquids Inventory by Product nventory by Chemical Edit XYZ 123 Other STOREROOM Battery 1 to 9 solids Bottles or jugs Gallons -View-Access Reports Edit SUPER GLUE ELMER'S Adhesives ART ROOM 10 to 99 (plastic) liquids Chemicals Present By Locality BASEMENT **FORTIFICATION** Bottles or jugs Gallons -Edit JOHN A. EARL **Boiler Treatment** SEAL STORAGE liquids (plastic) Survey User Reports Cleaning Products-JANITOR'S Bottles or jugs Gallons -Edit CLOROX CLOROX COMPANY 1 to 9 General CLOSET liquids Chemicals Present By EIN **Fact Sheets English Fact Sheets** Spanish Fact Sheets Products

There are many reports you can generate your self. One that might be useful when completing your survey is to generate a report sorted by location. This way you can visit the areas of the facility with a list of what is in each room.

- Select "Inventory by Product"
- Then "Sort By" change from Product Name to Location.
- You can then select "File" Print
- Or you can save the file for future use.

RIGHT TO KNOW SURVEY

y Inventory By Product Category Report

Return To Survey

cility ID:

12345678006

Facility Name: RTK TEST FACILITY #6 - HIGH SCHOOL

rvey Year:

Screen

rate This Report for Specific Product Categorie rate This Report for All Inventory, Leave All Sel			n Fields Below.
roducts Reported in this Survey	Select	~	
anufacturers Reported in this Survey	Select	~	
urposes Reported in this Survey	Select		~
roduct Locations Reported in this Survey	Select	~	
ontainer Types Reported in this Survey	Select		~
ventory Ranges Reported in this Survey	Select 🗸		
nits of Measure Reported in this Survey	Select	~	
Report By:	Product Location		
ection:	Ascending V		

Generate Products Report